



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Statewide

10/04/2006

Date Posted

10/18/2006

Notify Contact Person By

Procurement Agent

Job Title

R04427

Job Title Code

District 7 / General Services Division

District/Division/Office

General Services Building - Joplin

Location of Vacancy

11

Salary Grade

\$2,947.00

Min. Monthly Salary

Cathy Bay

Supervisor/Team Leader

Paul Todey

Contact Person (Name)

TODEYP

(USERID)

417-629-3316

(Area Code/Telephone No.)

SAFETY-SENSITIVE JOB:

YES

☐

NO

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PHYSICALLY DEMANDING JOB:

YES

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NO

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Note: Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

Job Summary:

The procurement agent performs varied and complex activities in regards to purchasing commodities and services, in accordance with policies, state statutes, legal regulations, and ensuring that proper procedures are followed. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

Bachelor's Degree: Business Administration, Public Administration, Accounting, Finance, Economics, or related field

Two years of experience in procurement, auditing, or accounting.

Supervisory Responsibilities:

None

Special Working Conditions/Job Characteristics:

Examples of Work:

- Reviews and prepares contracts and proposals for compliance with statutes, commission actions, regulations, policies, specifications, current labor laws, and minority laws.
- Evaluates and selects bid most advantageous to the department, notifies successful bidders, and issues purchase orders in terms of bid and contract proposals for approved awards.
- Acts as liaison between district procurement staff and supervisor, other districts, the Central Office, vendors, and the general public regarding procurement.

- Issues invitations to eligible bidders and processes bids for procurement of tools, parts, supplies, services, and maintenance materials in the district.
- Researches, develops, monitors performance, and maintains lists of suppliers, service contractors, dealers, builders, contractors, and manufacturers of items purchased in the district.
- Initiates and answers correspondence pertaining to procurement transactions.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.

**Missouri Department of Transportation
Human Resources
3901 East 32nd Street
P.O.Box 1445
Joplin, MO 64802**

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.